



FY 2004

REQUEST FOR PROPOSALS

for

SOLID WASTE

MANAGEMENT PROJECTS

To receive consideration for FY04 solid waste management funding, your proposal must be received by the Commission by Wednesday, September 15, 2004. Mail or deliver one copy of your proposal to:

Denali Commission
Attn: Solid Waste Program Manager
510 "L" Street
Suite 410 (Peterson Tower)
Anchorage, Alaska 99501

Additional information can be obtained from:

Cindy Roberts
Phone (907) 271-3018
Fax (907) 271-1415
Toll free 1-888-480-4321
croberts@denali.gov
www.denali.gov

INTRODUCTION

The FFY 2004 Omnibus Appropriation Bill (H.R. 2673 Sec. 764) appropriated \$1,000,000 from USDA RD to the Denali Commission *to address deficiencies in solid waste disposal sites which threaten to contaminate rural drinking water supplies.*

This funding provides the Denali Commission and its partner organizations an opportunity to identify innovative solutions to technical and logistical challenges of traditional handling of municipal solid waste (MSW). Due to remote location, climatic challenge, ground water and freeze/thaw conditions, as well as local municipal budget limitations, this is one of the most underserved arenas in Alaska's environmental and public health fields. The Denali Commission is authorized to conduct pilot projects incorporating emerging technologies to improve local management options.

This RFP is available to communities and their technical partners.

The following criteria will be considered in the selection of appropriate solid waste pilot projects:

- Proposed actions reduce groundwater and (captured) rainwater contamination and ultimately, improve drinking water quality.
- Sustainability can be demonstrated, consistent with the Commission's policy.
- The solution of solid waste-related problems is a documented priority of the local community or regional organizations, and there is a demonstrated commitment to improving solid waste management.

It is the intent that projects be complete and operational no later that October 15, 2005.

THE DENALI COMMISSION IS SEEKING PROPOSALS ON THREE LEVELS.

The conditions for managing municipal solid waste (MSW) vary greatly across the state in response to climate, volume of solid waste to be handled, logistics, and operational costs. The Denali Commission is committed to providing sustainable solutions that meet local budgets and technical capabilities. This RFP targets technical solutions appropriate to the local community's needs.

As design and construction of permitted landfills often require funds in excess of \$1 million, it is not the intention of this RFP to construct new landfills or close existing sites. It is intended that in the process of reducing contamination of drinking water supplies, MSW can be managed in manner that reduces MSW volume and other pollution risks. Proposed actions should also reduce health risks associated with burning garbage and unsafe interaction associated with garbage delivery and foraging wildlife.

This RFP encourages communities to identify technologies that are suited to their specific needs. Communities may apply in more than one category. The RFP is seeking projects in the following categories:

LEVEL I *Gasification, thermal oxidation and/or composting systems . . .*

capable of processing 3 to 5 tons MSW per day. Economies of scale through servicing more than one community, and fuel economies through waste heat utilization are desirable, but not required, elements of this proposal. This category assumes that there is a Class II landfill to deposit ash and other residual materials.

Maximum funding: \$600,000

LEVEL II *Burnboxes & baling systems . . .*

that improve on current management technology by reducing waste volume, risk from accidental fire, and risk from animal interaction. This category assumes at least a Class III permitted landfill exists to deposit ash and other residual materials.

Maximum funding: \$100,000

LEVEL III *Above-ground MSW containment systems . . .*

designed to eliminate blowing trash, reduce animal interaction, and facilitate community control, transportation and storage of MSW. Proposals can address multiple communities.

Maximum funding:
\$35,000 per community

All three proposal levels are assumed to have a positive impact on community drinking water supplies. Each level has consequences in terms of local budgets for MSW operations.

Unutilized 2004 funds may be reallocated to other programs at the discretion of the Denali Commission.

**Proposals must be received by the Denali Commission by 4:30pm
September 15, 2004 .**

Faxed proposals will not be accepted *unless* through special arrangement to accommodate cancelled U.S. Postal Service. Allow sufficient time for proposal to reach Denali Commission offices by the deadline.

There are three parts to this RFP:

- I Rules & Regulations
- II Application Packet
- III Business Plan

I. RULES AND REGULATIONS

Eligibility Requirements

Applicants must be a public agency or unit of government including municipality, a 501(c)(3) organization, or a tribal government as defined by the BIA federally recognized list of tribes and villages. Good standing with the IRS is a prerequisite to receiving an RFP. Technical partners are the choice of the community.

Funding Intent

Funding can be used to:

1. Integrate improved technology into the current system for MSW management, or
2. Combine with other funding sources to meet identified and already-designed solutions.
3. Finance capital costs and transportation of equipment to the site in 2005.

It is assumed that the local community will provide operation and maintenance funds, as well as provide necessary site preparation. (See business plan pages 11-14.)

Evaluation Factors

The proposal scoring guidelines are found on page 5 of this RFP.

Deadline for Inquiries regarding RFP

Questions relating to defects, errors, omissions, or the general content of this RFP, must be made in writing and received by the Denali Commission no later than close of business (4:30 pm) on Friday, August 13, 2004. Any necessary corrections or clarifications to the RFP will be posted on the website (www.denali.gov). If you cannot access the website, please contact Solid Waste Program Manager, Cindy Roberts 907-271-3018 to request a written copy via fax or mail. The Denali Commission will not address protests concerning omissions, errors, or the general content of this RFP received after the above deadline.

Selection Process and Funding of Proposals

A Review Panel will evaluate the proposals received prior to the deadline. The Panel will recommend which proposals receive funding. The Panel may also recommend conditional funding for which the applicants may be asked to clarify information in the proposal (via teleconference). After these discussions, the applicant may be invited to submit a "best and final proposal".

Contingent on availability of funds, one or more of the highest scoring proposals will be selected for funding. The Denali Commission is not bound to select the lowest cost proposal(s). The Denali Commission reserves the right to negotiate grant funding and performance levels, as well as place contingencies on any funding award.

LEVEL I proposals are not excluded from submitting proposals for Level II or Level III.

Proposal Scoring Guidelines

All proposals must include:

- Letters of support for improved solid waste management systems from municipal and/or tribal organizations and from regional representatives.
- Proof of community ownership of site.
- Community map and photos of existing landfill – noting proximity of runways and erosion risks.
- Demonstration of local ability and intent to provide in-kind service support.
- Documentation of good standing with the Internal Revenue Service.
- Information regarding the technical partner, including account of prior similar projects.

Maximum points

- | | |
|--|-----------|
| 1. Needs Designation | 25 |
| <ul style="list-style-type: none">• Community has major deficiencies and associated public health issues relating to drinking water and waste contamination.• Local runways are within minimum separation distances from landfill areas.• Community has made other efforts to improve MSW handling and improve drinking water quality. | |
| 2. Partner qualifications and proposed solution | 25 |
| <ul style="list-style-type: none">• Technical partner can document prior projects.• Proposal matches solution to local need and cost structure. | |
| 3. Project Management Plan | 20 |
| <ul style="list-style-type: none">• Proposal budget• Schedule of construction | |
| 4. Business Plan | 10 |
| <ul style="list-style-type: none">• The Business Plan (Worksheet) shows how the community will meet costs for operation and maintenance of the facility. | |
| 5. Readiness / Site Availability and Site Control | 10 |
| Environmental review and floodplain assessment, historical/archaeological review, and Coastal Zone Management requirements have been addressed and documented for the existing landfill site. | |
| 6. Local Support | 10 |
| <ul style="list-style-type: none">• Letter of Support from City or Tribal landfill operator• Letter of Support from regional health organization• Resolution from regional governmental entity (Borough, ANCSA region, etc.) | |

TOTAL POINTS = 100

II Application for Denali Commission Solid Waste Program Funding

Date Received by Denali Commission / / 2004		IRS clearance received: / /2004	
Applicant Information			
Legal Name of Applicant Organization			
Employer Identification Number (EIN)			
Reference Name for this Proposal:			
Community Contact (name)	Phone number	E-mail	
	Fax		
Partner / Contact	Phone number	E-mail	
	Fax		
Is your organization a public agency/unit of government?			
Are you a tribal organization?		Are you a 501(c) (3) organization?	
Proposal Information			
Applying for LEVEL I ____ LEVEL II ____ LEVEL III ____ Provide a 2-3 sentence summary of your request :			
Project Budget and Schedule			
Dollar Amount Requested		Total Project Cost	
Total Annual Organization Budget			
Target Start Date:		Target Completion Date:	
Authorization			
Name of Authorized Representative of Community			Title
Representative phone number	Representative fax number	Representative e-mail	
Signature of Authorized Representative			Date



DENALI COMMISSION

510 "L" Street, Suite 410
Anchorage AK 99501
(907) 271-1414
Fax (907) 271-1415
Toll Free (888) 480-4321
www.denali.gov

Authorization to Request Federal Tax Information All Applicants Must Complete This Form

We hereby authorize Mr. Al Ewing, Chief of Staff of the Denali Commission (Commission), to obtain information from the Internal Revenue Service (IRS) concerning our federal tax returns for the tax Forms(s) **941, 940, 720** and information return Forms **W-3, W-2, 1096, and 1099** for all tax periods from 01/01/1998 to 12/31/2003. The following information may be released by the IRS to the Commission provided the request is made to the IRS within 60 days of our signature and date of this authorization.

[check all relevant boxes below]

Whether we are currently in compliance with federal Employment and Excise tax filing requirements.

Whether we have failed to file Employment/Excise tax returns for which returns are currently due.

Whether we have failed to file Information returns (Forms W-3, W-2, 1096, 1099) and Civil Penalties are due.

Whether notices of Federal Tax Liens have been filed against us in any recording District.

Whether we currently have a formal payment arrangement for any amounts owed to the IRS.

The amounts of any currently outstanding balance due whether or not secured by any recorded Notice of Federal Tax Lien. Specific use not recorded on Centralized Authorization File (CAF)

I certify I have the authority to execute this form with respect to the tax matters/periods covered.

X _____
Signature

Taxpayer Employer I.D. Number

Name and Title (Please Print)

Taxpayers Address

Date

IRS REPLY

Federal Tax Arrearage: Years/Periods: _____ Amount: _____

Notice(s) of Federal Tax Lien Recorded: District _____ State: _____

Lien Tax Years/Periods: _____ Balance Due: _____

Federal Tax Lien(s) may be released for payment of : \$ _____ by _____

No recorded Notice of Federal Tax Lien against the above taxpayer(s) has been located.

Taxpayer has not filed for the following tax periods / Information Returns _____

Taxpayer is in compliance with federal employment and/or excise tax filing requirements.

Taxpayer is in compliance with Federal Tax Deposit: **(yes)** _____ **(no)** _____

FOR INTERNAL REVENUE SERVICE: _____

Title: _____

Date: _____

ADDITIONAL GENERAL INFORMATION requested in proposal:

Community history and background

Explain *briefly* any information important in helping readers understand your community's current sanitation services. Provide correspondence from VSW, ANTHC, or other funding organization if you are considering long-term water and sewer improvements. Include correspondence regarding the community's HIS Sanitation Deficiency System rating, if available. Discuss the population and the geographic area the proposed facility will serve.

Your community planning process

If you have a community plan, provide a copy of the Executive Summary, as well as the portion of the plan that discusses solid waste management and drinking water contamination issues. If there is no formal community plan that specifically discusses solid waste management issues, there is a minimum requirement that applicants provide resolutions or letters from city representatives, tribal organizations, or village governments to document support for improvement.

Regional support for your project is required.

Include a letter of support from the region. (This can be an ANCSA non-profit, a borough government, a local ARDOR, etc.)

Describe the primary features

of the project including physical location. Provide a site plan and community map as an attachment to your application. The maps should illustrate the

- location of the existing landfill or unpermitted dump
- position of the site in relation to airport, schools, offices, etc.
- how community or municipal employees will access the site
- site plan layout

Please enclose photos of your existing MSW landfill or management system.

Attach land ownership documents for landfill area giving the applicant use of the property. (Do not send originals.) If you don't have site documents, when will you have them? Explain any problems with completing the process. What steps remain to acquire needed documents or letters?

Identify project schedule and discuss any special requirements of the project that could change the nature of the project, or issues that are pending final resolution; e.g. special permits, right of way guarantees, winter construction requirements, etc. Does barge schedule impact your proposal? It is the intent of the Denali Commission to have projects operational by October 15, 2005.

ADDITIONAL INFORMATION concerning the application process:

Preparation Costs are the responsibility of the applicant. The Denali Commission is not responsible for any costs related to proposal preparation or submission. Further, this RFP does not obligate the Denali Commission to accept or contract for any services.

Additional Terms and Conditions The Denali Commission reserves the right to negotiate proposal changes with each successful applicant. The Commission may rely on its professional judgment or that of the members of the Review Panel to present an applicant with a counter proposal. Any proposed change must remain consistent with the scope and conditions of the original RFP.

Additions and Clarifications to the RFP The Denali Commission reserves the right to modify or change requirements. If revisions to this RFP are made, additions and clarifications will be posted on our website (www.denali.gov). Changes will be posted by August 17. It is the responsibility of the applicant to be aware of these changes.

ADDITIONAL RESPONSIBILITIES for successful applicants:

Re: compliance with the public policy laws and assurances including, but not limited to . . .

Federal Labor Standards including payment of **Davis Bacon** wages for contracted labor;

- National Environmental Policy Act (**NEPA**) and National Historic Preservation Act (**NHPA**) prior to any expenditure of funds;
- **Insurance** and **bonding** requirements;
- **Flood prone area** building requirements;
- **Procurement** requirements.

Federal Laws

The OMB Circulars listed must be followed by all successful applicants based on the type of organization (i.e. non-profit, State agency, local/tribal government, etc...)

Audit Requirements (applies to all organizations)

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

(<http://www.whitehouse.gov/omb/circulars/a133/a133.html>)

Administrative Requirements (check one)

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments

(<http://www.whitehouse.gov/omb/circulars/a102/a102.html>)

OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations

(<http://www.whitehouse.gov/omb/circulars/a110/a110.html>)

Cost Principles (check one)

OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments

(www.whitehouse.gov/omb/circulars/a087/a087-all.html)

OMB Circular A-122, Cost Principles for Nonprofit Organizations (www.whitehouse.gov/omb/circulars/a122/a122.html)

OMB Circular A-21, Cost Principles for Educational Institutions

(<http://www.whitehouse.gov/omb/circulars/a021/a021.html>)

48 CFR 31.2, Contracts with Commercial Organizations

Reporting

Successful applicants will be required to submit (on-line) reports to the Solid Waste Program Manager on a quarterly basis. Information requiring regular reporting includes, but is not limited to:

- Financial Reports
 - Total project funding
 - The total project expenditures for the project as of the end of the most recent quarter
- Progress Reports
 - The project schedule with milestone dates for design and construction
 - Narrative summary of the project status and accomplishments to date
- Labor Type, Residence, and Wage Reports
- Photo documentation (before, during, after)

Signage

On completion, all construction projects will be provided a sign to acknowledge Denali Commission support.

FUNDING READINESS QUESTIONS

Documentation of Funding: Complete Table 1 describing the estimated capital cost of the project. Provide an explanation for each budget item, including how the cost was determined.

TABLE 1: Description of Capital Funds

Capital Budget Category	Denali Commission Fund Request	Local Cash or In-Kind Value (justify in-kind value on a separate attachment)	Others Funds	For "Other Funds", identify funding source for each line item.
Design	\$	\$	\$	
Materials	\$	\$	\$	
Equipment	\$	\$	\$	
Labor	\$	\$	\$	
Freight	\$	\$	\$	
Project Management	\$	\$	\$	
Administration	\$	\$	\$	
Other (identify):	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
<u>Totals</u>	\$	\$	\$	

1. Attach cost estimates. Describe how the project cost was estimated and who performed this service?
2. Discuss the size and equipment needed for your proposal. Include information to demonstrate the proposed technology is the most appropriate and cost-effective approach to address the identified needs. Discuss the various alternatives you have considered.
3. Identify your local contribution to the proposal, other funding partners, and status of the funds/grants, if you have them. (Do you have the funding in your bank account? Has the agreement with the funding agency been signed? Do you have letters notifying you that the grant has been approved? Have you only applied for the grants?)
4. Discuss any planned in-kind contributions. Are there any other commitments by State, Federal, or public agencies which will impact this project? Example: Heavy equipment is in the area for another project and the timing of construction will have cost-saving advantages.
5. Provide résumés for the technical partner and proposed construction management team (project manager, superintendent, etc.), if available. Present evidence that the partner is qualified and committed to the proposed work.

III Solid Waste Management Business Plan

This worksheet will demonstrate the ability to pay operation and maintenance expenses at the proposed up-graded facility.

This is a required element of the RFP. Communities are strongly encouraged to attach a more complete business plan, if there is one available. Definitions can be found on page 15.

DENALI COMMISSION BUSINESS PLAN WORKSHEET

Community (or communities) Served by Solid Waste Facility	
Total Population	
Solid Waste Management Organization	
Manager	
Worksheet prepared by (name and title)	

PROJECTION OF SOLID WASTE REVENUES

Household (MSW)	Tons per Day	X	Days per Year	=	Tons per Year	X	Charge per Ton	=	Revenue per Year
					-				
<hr/>									
Construction Waste	Tons per Day	X	Days per Year	=	Tons per Year	X	Charge per Ton	=	
					-				
<hr/>									
Appliances etc	Tons per Day	X	Days per Year	=	Tons per Year	X	Charge per Ton	=	
					-				
<hr/>									

TOTAL ESTIMATED REVENUE PER YEAR (sum of all revenues)

Note: Permitted Class I, II and III landfills can charge fees for services.

PROJECTION OF EXPENSES

<u>LABOR</u>						
	Hours per Day		Days per Year		Hours per Year	Rate per Hour
Payroll		X		=	-	X
Payroll Taxes	Estimate by multiplying Labor Cost per Year times .08.					=

<u>FUEL</u>			Cost per Unit		Units per Year	
Electricity (unit = <u>kw</u>)				X		=
Fuel Oil (unit = <u>gal</u>)				X		=
				X		=
				X		=

ACCOUNTING COSTS	Attach a separate detailed description of your estimate.	=	
INSURANCE	Attach a separate detailed description of your estimate.	=	
EQUIPMENT MAINTENANCE	Attach a separate detailed description of your estimate.	=	
BUILDING MAINTENANCE	Attach a separate detailed description of your estimate.	=	

Expenses continued on page 14

Expenses continued from page 13

DEPRECIATION OF EQUIPMENT

	NUMBER		COST		USEFUL LIFE	
		X		÷		=
		X		÷		=

TOTAL ESTIMATED REVENUES per YEAR (sum of all revenues) =

TOTAL ESTIMATED EXPENSES per YEAR (sum of all expenses) -

INCOME OR LOSS per YEAR (sum of all revenues – sum of all expenses) =

If Revenues are not projected to cover Expenses, attach a separate description of the source of funding that is or will be used to keep the equipment in operation and properly maintained.

**DENALI COMMISSION
BUSINESS PLAN WORKSHEET
DISCUSSION OF TERMS**

LINE ITEM	DISCUSSION
Accounting Costs	Enter the annual accounting costs that will be charged to the Solid Waste facility. Identify who provides accounting services.
Technical Partner	Communities need to partner with technical organization(s) for equipment and/or service design.
Payroll and Payroll Taxes	<p>The number of hours per day is the combined number of hours worked at the landfill by all personnel.</p> <p>Payroll taxes should be estimated at the total payroll cost per year times .08 unless a more precise estimate is available.</p>
Fuel costs	Calculate the annual operation costs by multiplying the fuel cost per ton of MSW handled times the estimated number of tons handled per year.
Equipment Maintenance	Enter the expected annual cost for maintenance of the equipment.
Building Maintenance	Enter the cost of annual building maintenance, if needed, including a set-aside for expenses that are not incurred each year but are foreseeable. Examples are painting and roof repair or replacement of the roof and siding. Separately provide a full explanation of your estimate.
Insurance	Enter the annual cost of all insurance coverage (i.e. fire, liability, etc.). Provide a separate listing of each policy and its annual cost.
Depreciation of Equipment	<p>Equipment and buildings, if needed, will eventually wear out and require replacement. Depreciation is an accounting charge for the on-going wear and tear. The original cost of the equipment or building is divided by its useful life to determine the annual amount that is charged against income.</p> <p>The cost to use in this calculation is the full cost of placing the equipment, including purchase price, shipping and installation. The useful life is the number of years the equipment can be expected to stay in service. This number will differ depending on the type and manufacturer of the equipment and the expected level of use. Use a shorter more conservative estimate when in doubt.</p> <p>For the purposes of this calculation, do not calculate the lifecycle cost (capital costs and replacement) of the landfill.</p>
Rent	Enter the annual rent for the landfill, if any. Identify who receives this rent.
Revenue per ton	All permitted landfills can charge fees for disposal.